



FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL
Minutes of Meeting of the Federation Governing Body
24th March 2022 at St James's School Knaresborough

Present: Malcolm Dawson (Chair); Richard Ebdon; Pat Dunnill; Rebecca Evans; Brian Horner; Andrew Howard; Sam Meneely; Kathryn Stephenson (Head BHS); Carl Sugden (Head KJS); Rob Whitehead.

In attendance: Justin Waters (Director Business Services); Rob Grierson (Deputy Head BHS); Ruth Gregory (Clerk).

Apologies: John Heap; Sarah Tabor; Ian Yapp.

Governing Body functions:
Ensuring clarity of vision, ethos and strategic direction of the school
Holding the Headteachers to account for the educational performance of the schools and their pupils
Ensuring the sound, proper and efficient use of the school's financial resources

No.	Agenda Item	Detail/Questions/Comments
1	Welcome and Introductions	The Chair welcomed all to the meeting. A reminder was issued of the importance of confidentiality.

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2	Receive apologies and consider giving consent to absences	Apologies were received and consented to from John Heap, Sarah Tabor and Ian Yapp. Leanne Hume, Emma Lonsdale and Andrew Town were not present.
3	Approval of the Minutes of the meeting held on 18th November 2021	The previously circulated minutes of the meeting held on 27 th January 2022 were agreed as a true record.
4	Matters arising from the minutes	<ul style="list-style-type: none"> • Check and chase return of any outstanding Skills Audit and Register of Interests forms. Action RG • Meeting to be arranged to discuss providing comparable data re safeguarding Action SM • No meeting was held about the closure of Sixth Form due to lack of response. • MD/KS met with Boroughbridge town council and discussed the school in general, the council agreed to share BHS information on their website. Agreed to meet with the council every six months. • Andrew Howard visited KJS and will report back later in the meeting. • Health and Safety meeting held on 24.03.22 • CCTV policy still outstanding – awaiting more information from ICO. Action JW • Governor visitor policy and template circulated to governors.
5	KJS Learning Cycle Update	CS gave a resume of the information given to the governors explaining that both Yr7 and Yr8 had no base line because of the cancellation of 2020 and 2021 SATs. However, the benchmark will be live in LC3 for both. The average attitude to learning shows a slight improvement. Yr 9 is shown on the graph to be above/on target at this stage, though the forecast is cautious because of the disruption and missed schooling due to Covid. Yr 10 projected figures have been compared to 2019 figures so must also be looked at with extreme caution. If Yr 11 projections are realised, this will be received as a very positive outcome. Sixth form interviews have started and the pupils have positive aspirations.

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		<p>Challenge: Do Yr12 figures show a potential grade inflation? Response: They should be looked at with a degree of caution because the teachers are not sure where the grade boundary will fall in the summer.</p> <p>Challenge: In the footnote what is VA? Response: Value Added. SISRA use a data package which 1900 schools buy into and then share data as a guide for forecasting.</p> <p>Challenge: Why should it be treated with caution? Response: It is not referenced against final national data, all the data has to be in for the current year, to see where the school sits against the national picture. This year we are also in new territory with comparable outcomes sitting somewhere between 2019 and 2021, and we don't know what that will look like yet.</p> <p>Challenge: Are teachers using the info to date for their assessments? Response: Yes, and we have a good history for accurate forecasting.</p> <p>Challenge: The average grade for disadvantaged children is 3.58 but the average grade in Yr11 is 5.07. What action is being taken to narrow the gap? Response: It is a problem exacerbated by Covid which has affected disadvantaged children more. Our catch up and tuition funding is being focused on this group to enable them to catch up.</p>
6	Safeguarding Update	<p>SM explained the new Safeguarding Report which now shows peer on peer disputes and Vaping incidents. There is now much better alignment in recording and she is confident that by September the reports will be compiled in the same way by both schools so that comparisons can be made. It is now easier to see incidents for either school.</p> <p>Bullying incidents, both perceived and actual, are recorded but does not separate into the two categories.</p> <p>Challenge: Any gaps in training to be filled in safeguarding? Response: No, training is ongoing at all times.</p> <p>Challenge: Are there any actions from the audit in March? Response: Yes, but action is in hand.</p> <p>Challenge: When does actual/perceived bullying change from one category to the other?</p>

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		<p>Response: It is difficult to define but reflects the skill of the pastoral team and the knowledge they have of the children and the nature of the incident.</p> <p>Challenge: Are the schools tracking correctly?</p> <p>Response: Yes, the figures align well and statistical benchmarking is a priority. The figures are as expected in relation to the size of the schools.</p> <p>Challenge: KJS is 4 times the size of BHS but incident rates do not reflect this.</p> <p>Response: The numbers are low for both schools but the schools serve different communities which results in different patterns. For example, bullying is rare in both but self-harming varies between the schools.</p> <p>Challenge: There is an allegation against staff; what is happening with this?</p> <p>Response: There are actually two allegations now. 1 unsubstantiated, the other ongoing. It is low level but meets the threshold and any allegations must always be brought to the attention of the governors.</p>
7	Update on Ofsted Complaints KJS + BHS	<p>No more to date from BHS.</p> <p>KJS has two previous incidents, which had been discussed previously, and a new one relating to a female student posting inappropriate imagery online. This is a police matter but the mother complained to Ofsted about it.</p> <p>Challenge: Did the complaints against BHS colour the inspection and is there a pattern at KJS which we ought to consider?</p> <p>Response: The complaints at BHS would have been on record for the lead inspector. In terms of King James's, the three complaints were in relation to bullying, alleged gang culture and online images, which are all unconnected, other than being behaviour related. Online safety is covered in our curriculum in detail and in safeguarding education, whilst bullying is addressed through a number of routes. Each year group has one lesson a week in PHSE but there have been gaps during Covid and educating remotely is not as good as in class, particularly in these complex areas. We are confident any gaps are now being addressed through the curriculum, assemblies etc.</p>

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8	Progress on BHS Ofsted Action Plan	<p>KS gave a succinct summary of the BHS plan. She outlined the school's key strategic objectives and how they were aligned to the Ofsted Action plan. The school was making good progress on the areas identified through CPD for curriculum and for improving behaviour. A whole school strategy around reading is being developed. The school has worked collaboratively with staff to develop Agreed Practice for routines around the start and end of lessons. They have also completed CPD on curriculum mapping, sequencing of curriculum, planning and embedding retrieval practice. RG will give a behaviour update on Agenda item 9.</p>
9	Report on attendance, Behaviour and Permanent Exclusions.	<p>RG talked through the executive summary of the detailed written report presented.</p> <ul style="list-style-type: none"> • BHS school attendance appears to be broadly in line with current published national averages although weekly attendance fluctuates both nationally and in school. Different groups analysed and systems in place to address • Recorded lateness slightly down since new standards implemented • The school has had its first permanent exclusion for over 2 years • Fixed term exclusions up this year – mainly due to students who have transferred into school. In the current academic year, 67% of fixed term exclusions have been attributed to students who have transferred into the school. 4 students are responsible for 49% of FTE. The school has had a good track record of helping to turn around students who have not succeeded at other schools in the past. However, there are a number of students who are not following expected standards and different approaches to address this are being explored. <ul style="list-style-type: none"> • Continued lesson disruptions down in the Spring term • Internal truancy has increased in the spring term

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		<ul style="list-style-type: none"> • Year 10 remains the year group with the highest proportion of negative behaviour events – A detailed spreadsheet of internal and external interventions has been created to track the impact of interventions. • Over 200 parents accessing MCAS (my child at school) • Student Voice positive about improved behaviour in the classroom but concern raised about some individuals • CPD training on creating routines for improving climate for learning • CPD training on restorative practice for all staff <p>Challenge: 3pm in the afternoon appears to have a high number of incidents? Response: This appears to be due to incidents being recorded by staff late in the afternoon. Challenge: Is it the same students? Response: Often yes. Year 10 students appear to be influenced by external influences, but the school is working on restorative practice to improve this. Challenge: Could either school be compelled to take an excluded pupil from the other school? Response: Yes, as although federated each school operates independently.</p> <p>KJS attendance is in line with the national average, just below 90% but it was previously 96%. Covid has hit schools differently but the attendance officer (since September) is working to try and get the figure back up to the previous rate and is now starting to showing an improvement. The school, with a pupil number of 1548, has 40 students on suspension which is 2.58% - half the national average. PP pupils make up a larger percentage of the number of exclusions than the general population. Challenge: Are PP and SEND pupils shown on the figures for days lost to exclusion? Response: They are tracked but not shown on the report, the school tries to keep days to a minimum and have an internal exclusion policy where students continue their learning in school, but apart from the main school. Challenge: What happens when in school and isolated?</p>

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		Response: They are in our Internal Exclusion room (IER). This is an area staffed by the Head and the SLT and meaningful work is given. There is an opportunity for counselling to improve behaviour and one to one interventions and restorative work.
10	Staffing Update	<p>JW gave a succinct update on the staffing issues for both schools stating that there was a high staff turnover of 12.5% in 20/21</p> <p>KJS had 15 staff started in September, whilst BHS has had few changes.</p> <p>Not enough TAs recruited but very little interest shown in the positions advertised. Both schools looking at restructuring within the departments.</p> <p>Challenge: Can the schools combine the TA roles and up the rate of pay?</p> <p>Response: Two vacancies have been advertised for two months at a higher rate as TA position is more attractive than a cover supervisor.</p> <p>Challenge: Would any staff made redundant at BHS be employed by KJS?</p> <p>Response: Yes, they may be offered first refusal to avoid redundancy.</p>
11	Business Services Update/Health and Safety and Report/Covid Update	<p>A first Health and safety committee meeting has been held and it was agreed to move away from detailed Covid reports from 1st April. The numbers are not as high as previously, but this could be due to less testing amongst the children. However staff Covid absence numbers mean finding cover is still difficult.</p> <p>Challenge: What is the position for staff and students from 1st April when there is no need to isolate legally?</p> <p>Response: The schools would prefer vulnerable staff and students to isolate, otherwise everyone has got to live with Covid and should attend school.</p> <p>Challenge: Are there any cases of long Covid?</p> <p>Response: 2 cases but they are not too serious.</p> <p>Accidents from September 2021: KJS 86 sports related and 50 accidents of which 15 were reportable. BHS 95 accidents – a full report will be circulated shortly.</p> <p>Business Services: A horse race and curry night is being arranged as a charity event and to further community involvement. International trips are being planned from April with advice</p>

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		from the LA. The first Residential trip since Covid is also planned for April. Risk assessments will be completed prior to all trips.
12	Finance Update (inc minutes of EFG and BHS Recovery Plan)	<p>The EFG meeting was rearranged as the BHS Recovery Plan has been priority and any comments arising from this meeting will be taken back to the re-arranged finance meeting for final approval of the recovery plan.</p> <p>KJS Finance JW outlined the position for KJS and indicated that forecasts are looking positive even though the budgeting has been prudent. More catering sites are to be opened round the school which will increase sales. Utility cost increases have been considered with electricity 54% gas 60% and water 3%.</p> <p>Challenge: Are the rates not fixed? Response: The school has re-contracted 64% and 54%</p> <p>Challenge: Does the cap apply to schools? Response: No</p> <p>Food costs are also increasing but the school will maintain its integrity and the quality and freshness of supplies will not be compromised which will need revised menu costings for September.</p> <p>Challenge: After 1st April will catering be back to how it was before Covid. Response: There were 8 different bars in 2 areas serving 1000 pupils in 40 minutes, there will be more sites available which will improve turnover.</p> <p>Capital projects being considered: 3 year strategy to upgrade computers and computer rooms for Windows 11. A feasibility study to consider unisex toilets.</p> <p>Money for the tennis school is ring fenced and there is a sinking fund for renewal of the 3G surfaces which is supplemented by letting charges.</p> <p>BHS Finance BHS has been tasked by the LA to produce a recovery budget over 5 years, however a realistic plan would be over 6 years. The recovery plan must be submitted by 31 March.</p>

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		<p>JW has produced the budget using the LA figures re the demographics of feeder primary schools and, based on the pattern of first and second choices last year, the projected admissions through to 2026. These projected admissions numbers do not consider the housing development in the area and the impact this might have on admissions and should therefore be conservative .</p> <p>In the 6 year plan a 4 form curriculum would be in place and could be sustained without extra staff and would give a higher pay back. The rationale is linked to the current model. Using the national fair funding formula BHS is due extra funding because of the size of the school.</p> <p>The budget assumes 2% pay inflation incremental growth figures with a contact ratio of 0.70 in the next year rising to 0.72/3 later. The plan is based on taking out a leadership role in 22/23, though no decision has been taken yet on the specific change required.</p> <p>Capital account positive with reserves; IT costs would be met from this account. As with KJS, the budget assumes higher energy costs than the current LA assumptions and is therefore more prudent. The budget cuts the cumulative deficit from £800k to less than £100k by 2027/28. If the LA energy cost assumptions were adopted, the deficit would be cleared entirely.</p> <p>If the recovery plan is not accepted by the LA, BHS could be placed under the financial control of the LA until a budget is agreed. Alternatively, a financial notice of concern could be issued resulting in any payments over £2K having to be approved by a panel from the LA.</p> <p>Challenge: Can money allocated to KJS be used to repay BHS deficit?</p> <p>Response: When the schools federated, separate budgets were set up to maintain independence of the finances of the schools.</p> <p>JW said there was a strong rationale and input for the budgets and asked the board if they were happy with the assumptions taken.</p> <p>KS was concerned about the loss of one SLT post and the timing with another OFSTED inspection due, but having worked closely with JW knew there was no other way to get an achievable result.</p> <p>The Board noted that the budget implied a small increase in the cross-subsidy from KJS to BHS as a result of the sharing of back-office services (amounting to about £30k). The Board has an overall</p>

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		<p>responsibility to the federation not the individual schools and the federation, wherever possible must work to find better services for both schools. The Board agreed that the cross-subsidy was therefore acceptable.</p>
13	<p>Approval of Start Budget and Capital Priorities.</p>	<p>The Board agreed the Start Budget and capital priorities for KJS.</p> <p>Would the Governing Board give permission to the Executive Finance Group delegates to sign off the final version of the BHS recovery plan and put into the LA? The Governing Board agreed that the papers could be signed off for BHS by the EFG.</p> <p>PD thanked JW and KS for the hard work undertaken to draw up the budgets.</p> <p>The Board acknowledged the challenge of the timing of reducing the SLT team whilst working to secure a good OFSTED.</p> <p>The Board agreed for the recovery plan to be submitted to the LA by 31st March. A covering letter would be drafted to explain the key assumptions behind the budgets and the prudent figures used.</p> <p>The chair reiterated earlier comments and thanked JW and KS for the strong robust plan they have produced. It was a significant achievement to develop a plan which addressed such a significant cumulative deficit.</p>
14	<p>Future Development of the Federation</p>	<p>The Government White Paper due out is expected to set out that all schools are to become academies. However, it is questionable whether DfE would agree to the two schools setting up a MAT on their own. The options for the Federation would therefore be:</p> <ol style="list-style-type: none"> 1. Join another MAT 2. Approach other schools and expand so as to reach the necessary scale to become a MAT. <p>Challenge: What about the local primary schools?</p>

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		<p>Response: They need to be contacted however there are a number of Church Schools which will be encouraged to join Leeds Diocese.</p> <p>The board agreed that, as opportunities arose, the Chair and Heads had approval to enter into preliminary discussions with other schools and/or MATs about potential partnerships.</p>
15	School Council Report	This had been issued to the board and noted.
16	GDPR audit compliance review	Carried forward to next meeting to be considered.
17	Policies for Approval	<p>Policies signed of: KJS/BHS</p> <p>Federation</p> <ul style="list-style-type: none"> ● Acceptable Use Policy Agreement ● Looked After Children Policy ● Code of Conduct (HR) ● Guidance for Schools on Managing Allegations against Staff (HR) <p>KJS</p> <ul style="list-style-type: none"> ● Admissions Policy (Sixth Form Transfer from Year 11) ● Remote Learning Policy (and Addendum) ● Relationships & Sex Education Policy <p>BHS</p> <ul style="list-style-type: none"> ● SEN Policy and Information Report ● School Suspension – Exclusion Policy ● Managing Serial and Unreasonable Complaints ● Positive Mental Health ● Relationships and Sex Education ● Self-Harm and Suicide Ideation ● Safeguarding Report

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18	Lead Governor and LA Visits Report	<p>There is a proposed Governance Review planned (in relation to Boroughbridge High School) which the board felt should be delayed. The Board for the federated schools has only been running for 15 months. This was not an Ofsted recommendation.</p> <p>AH gave a positive report on his visit to KJS specifically looking at the management of behaviour. He will be sending out his written report to governors and will be visiting BHS before the holidays. AH with CS at 8.30 as he was welcoming students to school with other staff members. Staff members with radios were in attendance at all access points and communicating potential issues so that they could be managed.</p> <p>He then met with Paul Macintosh who was supervising a form group moving into the school building before assembly. PM explained that the approach was to have two opportunities to engage with students as they entered school, the aim being to maximise the chance of spotting potential issues (e.g. safeguarding concerns, school uniform transgressions).</p> <p>He witnessed that day's assembly and noted that the students were well behaved, the atmosphere was calm.</p> <p>CS and AH then walked the corridors during the first period. A very small number of students were noted (low single figures) but staff were dealing with them firmly but adapting to individual circumstances.</p> <p>In discussion, CS stressed the need for a consistent approach to managing and recording behaviour incidents and believes that this is what the school generally achieves. AH's observations on the day supported this.</p> <p>MD had also completed a visit and his report had been circulated to Governors. MD and CS had also discussed behaviour, amongst other things, and had toured the school to observe behaviour and attitude to learning in classrooms. MD had commented positively on the sense of calm in the school and the positive engagement in classrooms.</p>

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19	Correspondence	None
20	AOB	There were no other items of business
21	Date of next meeting	Thursday 19 th May 2022 6.00pm BHS Future meeting Thursday 7 th July 2022 6.00pm KJS

The meeting closed at 9.15 hours.

Signed Malcolm Dawson (Chair)

Dated.....

ACTIONS ARISING FROM MEETING :

RG	Check responses for Skills Audits and Register of Interest Forms
SM	Meeting re safeguarding data
JW	CCTV policy – information from ICO
EFG	Approve and submit Budget Plan for BHS to LA by March 31st
RG	GDPR compliance audit carried forward to next meeting

